

## V. The First Stage Registration (1/12)

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### A. The rules for registration and filtering

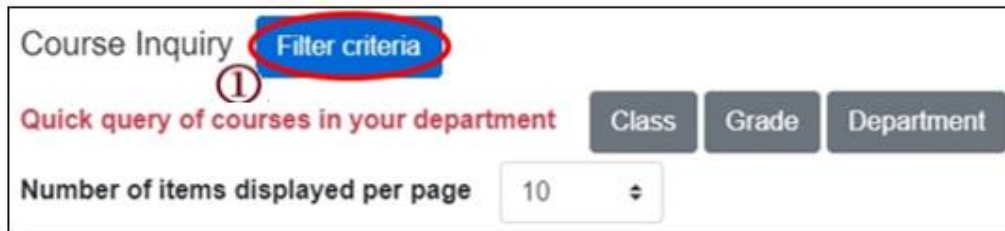
- (1) According to 「 Course Selection Guideline & Schedule 」 , students are allowed to register courses during the designated period**
- (2) The order of registration has nothing to do with the filtering of courses.**
- (3) Courses registered for this stage do not mean that you have been selected, which shall be processed by students during**
- (4) For students will same filtering order, the high answer rate according to teaching evaluation will be enrolled first. The class answer rate will not be considered. In the same screening order, those with the same answer rate in the teaching evaluation will be filtered according to the random number rule.**
- (5) After the first stage of registration, the system will automatically clear all courses in the "Registration List".**
- (6) Important Notes during the result of filtering course:**
  - 1. According to 「 Course Selection Guideline & Schedule 」 , students shall drop the courses that clash with other courses or exceed the maximum credit by self.**
  - 2. The system will delete any courses with unqualified credits and have conflicts in course schedule (except Auto-add Courses)**

# V. The First Stage Registration (2/12)

## B. Course Register

### (1) The registration for "Course Inquiry"

1. To Click the "Filter criteria" can search for courses to register according to your requirements.



2. Check "Registration No. (including auto-add)", "Course Quota.", "Rest.", "Number of students registered at this stage", "Number of student registered last year" to display the detailed information of the course.

3. Click "Register", courses will be listed into "Registration List".

Click here to display the increment/decrement of the rest quota

Select Item	Syllabus	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Registration No.(including auto-add)	Course Quota	Res	Number of student registered at this stage	Number of student registered last year
		General	PSB	PS001B	General Psychology (I)	Core	3	LIN,WEI-FANG	5-234	0	85	85	0	94

## V. The First Stage Registration (3/12)

### (2) The registration of Tracking List

1. Courses which will be registered can be placed in the "Tracking List" in advance.

Select item	Syllabus	Course Category	Course code	Course Title	Course Type	Credit	Instructor	Class Time
more... Track		General	IE325H	Operations Research(I)	Core	3	Hxxxx	1-234
more... Track		General	IE347H	Quality Control	Core	3		4-678

2. Click "Register" in the "Tracking List", courses will be listed into "Registration List".

[Left List] Click "Tracking List" to display the detailed information of the course in "Tracking List".

**Tracking List (7)**

- Remove Register GQ456A-History of Regional Civilizations-History 2-34
- Remove Register GQ456D-History of Regional Civilizations-History 4-34
- Remove Register GE103A-Public Administration and Management-EQ 2-78
- Remove Register GE518A-Outline of Law-EQ 4-DE
- Remove Register GE535A-Political Science in Modern Life-EQ 1-78

Tracking List


Course suspension  
  Inter-department  
  Inter-Degree  
  Program Category  
  Course Category  
  Department  
  Course code  
 Course Title  
 Course Type  
 Course duration  
 Credit  
 Instructor  
 Class Time  
 Remark  
 Allowed No.  
 Registration No.  
 Course Quota  
 Rest  
 Number of student registered at this stage  
 Number of student registered last year  
 Distance learning course

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time	Remark	Allow
Information Remove Register		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34		60
Information Remove Register		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34		60

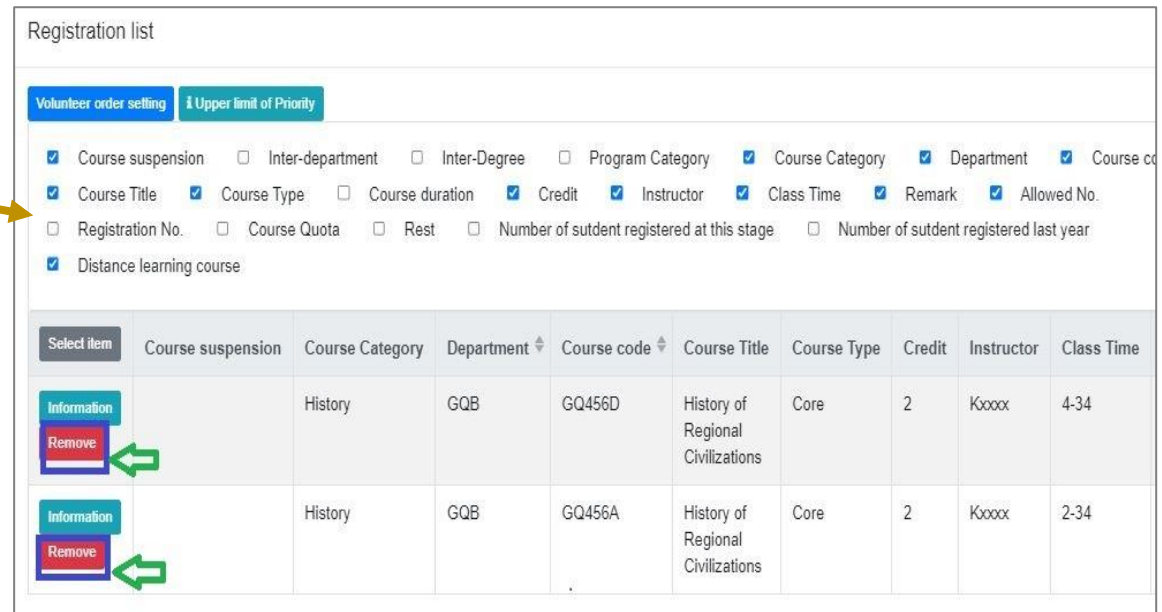
Delete All

## V. The First Stage Registration (4/12)

### C. Check "Registration List"

(1) Click "  "or "Remove" to cancel registering the course.

[Left List] Click "**Registration List**" to display the detailed information of the course in "Registration List".



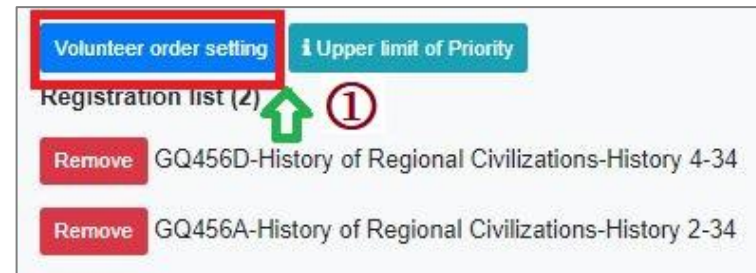
A screenshot of the "Registration list" interface. At the top, there are two buttons: "Volunteer order setting" and "Upper limit of Priority". Below them are several checkboxes for filtering: "Course suspension", "Inter-department", "Inter-Degree", "Program Category", "Course Category", "Department", "Course code", "Course Title", "Course Type", "Course duration", "Credit", "Instructor", "Class Time", "Remark", "Allowed No.", "Registration No.", "Course Quota", "Rest", "Number of student registered at this stage", "Number of student registered last year", and "Distance learning course". Below the checkboxes is a table with the following columns: "Select item", "Course suspension", "Course Category", "Department", "Course code", "Course Title", "Course Type", "Credit", "Instructor", and "Class Time". The table contains two rows of course data. Each row has an "Information" button and a "Remove" button. Green arrows point from the "Remove" buttons to the left.

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
<a href="#">Information</a> <a href="#">Remove</a>		History	GQB	GQ456D	History of Regional Civilizations	Core	2	Kxxxx	4-34
<a href="#">Information</a> <a href="#">Remove</a>		History	GQB	GQ456A	History of Regional Civilizations	Core	2	Kxxxx	2-34

## V. The First Stage Registration (5/12)

### (2) Set the order of course volunteers

1. Click "Volunteer order setting". ("i Upper limit of Priority" indicates the maximum number of courses that can be registered for each course category.)



2. Select "Volunteer order setting" from drop-down list and choose the category of courses you want to prioritize.
3. Use the drag and drop method to adjust "Volunteer order": After dragging, click "Save" to complete the setting of volunteer order.



## V. The First Stage Registration (6/12)

### D. Check the "Timetable" which courses have been registered

(1) Click on "Related Instructions" to explain the status of the course represented by the symbol or color.

**【Red Mark: Courses already registered】**

Timetable		Description for the restriction of Distance learning course	Description		
EXCEL	週一	※ : Auto-add Course		週四	週五
A. 07:10 ~ 08:00		Black : Been selected			
1. 08:10 ~ 09:00		Blue : Been tracked			
2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206	Red : Been registered			※ IE322H-Production Planning and Control -E3-105
3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	Yellow : Course time conflicts		※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
		Green : Course is in the waiting list			
		(DL) : Distance Learning Course			
				<b>Red Mark: Courses already registered →</b>	
				GQ456D-History of Regional Civilizations -C2-618	
4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations		※ IE390H-Quality Control Laboratory - E3-307	※ IE322H-Production Planning and Control -E3-105
				GQ456D-History of Regional Civilizations -C2-618	

**Description**

- ※ : Auto-add Course
- Black : Been selected
- Blue : Been tracked
- Red : Been registered
- Yellow : Course time conflicts
- Green : Course is in the waiting list
- (DL) : Distance Learning Course

## V. The First Stage Registration (7/12)

(2) Click "Excel" to download Timetable.



	A	B	C	D	E	F
1	EXCEL	週一	週二	週三	週四	週五
2	A. 07:10 ~ 08:00					
3	1. 08:10 ~ 09:00					
4	2. 09:10 ~ 10:00	※ IE325H-Operations Research(I) -E3-206				※ IE322H-Production Planning and Control -E3-105
5						
6	3. 10:10 ~ 11:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
7						
8						
9	4. 11:10 ~ 12:00	※ IE325H-Operations Research(I) -E3-206	GQ456A-History of Regional Civilizations -		GQ456D-History of Regional Civilizations -C2-618	※ IE322H-Production Planning and Control -E3-105
10						
11	B. 12:10 ~ 13:00					
12						
13	5. 13:10 ~ 14:00			IE306E-Probability & Statistics (1) -E3-206		
14						
15	6. 14:10 ~ 15:00		IE306E-Probability & Statistics (1) -E3-206	IE306E-Probability & Statistics (1) -E3-206	※ IE347H-Quality Control -E3-206	
16	7. 15:10 ~ 16:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
17	8. 16:10 ~ 17:00	GE535A-Political Science in Modern Life -C2-818	GE103A-Public Administration and Management -C2-818		※ IE347H-Quality Control -E3-206	
18	C. 17:05 ~ 17:55	※ IE323H-Production Control Labs -E3-307				
19	D. 18:00 ~ 18:50	※ IE323H-Production Control Labs -E3-307			GE518A-Outline of Law -	
20	E. 18:55 ~ 19:45				GE518A-Outline of Law -	
21	F. 19:50 ~ 20:40					
22	G. 20:45 ~ 21:35					
23	The following subjects have no class hours:					

## V. The First Stage Registration (8/12)

### E. View Course Filtering Results

(1) After the first stage registration, the system will perform a unified filtering process.

(2) Check "Course List" to select "Course Overlap or not".

※ According to the designated period of 「 Course Selection Guideline & Schedule 」 , students shall drop the courses that clash with other courses or exceed the maximum credit by self.

【Left List】 Click "Course List" to display the detailed information of the course in "Course List".

Course List (4)

- Drop PS541R-Advance Clinical Neuropsychology-General 5-234
- Drop PS531R-Seminar on Emotion and Behavior Development-General 3-8CD
- Drop PS493R-Employee Training and Development Training and Development-General 5-567
- Drop PS406R-Sexual Minority Issues in Psychology-General 6-B

Course List

Course suspension  Auto-add  Withdraw automatic adding courses  Course Overlap or not  Program Category  Course Category

Department  Course code  Course Title  Course Type  Course duration  Credit  Instructor  Class Time

Classroom  Remark  Distance learning course

Select item	Course Overlap or not	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor	Class Time
Information Drop	Overlap	GQ	GEB	GE226A	Introduction to Life Education	Elective	2	Cxxxx	3-56
Information Drop	Overlap	General	IE	IE306E	Probability & Statistics (1)	Core	3	Cxxxx	2-6 3-56
Information Drop		General	IE	IE322H	Production Planning and Control	Core	3	Wxxxx	5-234



# V. The First Stage Registration (9/12)

## (3) Check "Timetable"

1. Click on "Related Instructions" to explain the status of the course represented by the symbol or color.  
**【Yellow: Courses time conflicts.】**

The screenshot shows a timetable interface with a grid of time slots and course listings. A yellow box highlights a legend for symbols and colors. A red box highlights a 'Description' button, which is linked to a larger 'Description' pop-up window. A yellow callout points to a specific course entry in the timetable, indicating a time conflict.

Time Slot	Course Listing	Status
5. 13:10 ~ 14:00	※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117	None
6. 14:10 ~ 15:00	※ BE304G-Biomedical Engineering Leadership & Entrepreneur -E8-117	None
7. 15:10 ~ 16:00	GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	Yellow: Course time conflicts
8. 16:10 ~ 17:00	GE516A-Introduction to Global Culture -C2-818 ※ BE301G-Anatomy and Physiology (I) -E8-314	None

**Description**

- ※ : Auto-add Course
- Black : Been selected
- Blue : Been tracked
- Red : Been registrated
- Yellow : Course time conflicts
- Green : Course is in the waiting list
- (DL) : Distance Learning Course

GE516A-Introduction to Global Culture -C2-818

※ BE301G-Anatomy and Physiology (I) -E8-314

→ Yellow:  
Courses time conflicts.

**Description**

- ※ : Auto-add Course
- Black : Been selected
- Blue : Been tracked
- Red : Been registrated
- Yellow : Course time conflicts
- Green : Course is in the waiting list
- (DL) : Distance Learning Course

## V. The First Stage Registration (10/12)

(2) Courses without class time are displayed at the bottom of the "Timetable".

G. 20:45 ~ 21:35  
②

The following subjects have no class hours:

- undefined CO100L Career competition ability of Chu-Han battle
- undefined CO638L The Physics of Superheroes

(3) Click "Excel" to download Timetable.

Timetable Description for

③

EXCEL

A. 07:10 ~ 08:00

1. 08:10 ~ 09:00

EXCEL	週一	週二	週三	週四
A. 07:10 ~ 08:00				
1. 08:10 ~ 09:00		BE306G-Signals and Systems -E8-215	※ BE303G-Electronics(II) -E8-311	
2. 09:10 ~ 10:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
3. 10:10 ~ 11:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415	BE306G-Signals and Systems -E8-215		
4. 11:10 ~ 12:00	※ BE302G-Anatomy and Physiology Laboratory (I) -E8-415			
B. 12:10 ~ 13:00				
5. 13:10 ~ 14:00				
6. 14:10 ~ 15:00				
7. 15:10 ~ 16:00			↓ Yellow: Courses time conflicts.	
			GE516A-Introduction to Global Culture -C2-818	
			※ BE301G-Anatomy and Physiology (I) -E8-314	
			GE516A-Introduction to Global Culture -C2-818	
			※ BE301G-Anatomy and Physiology (I) -E8-314	
C. 17:05 ~ 17:55				
D. 18:00 ~ 18:50				GQ456I-History of Regional Civilizations -
E. 18:55 ~ 19:45				GQ456I-History of Regional Civilizations -
F. 19:50 ~ 20:40				
G. 20:45 ~ 21:35				
The following subjects have no class hours:				

# V. The First Stage Registration (11/12)

## F. Drop Course

(1) Enter "Course List" to select "Drop".

【Left List】 Click "Course List" to display the detailed information of the course in "Course List".

The screenshot shows two windows. The left window, titled "Course List (4)", contains a list of four courses, each with a red "Drop" button. A yellow arrow points from the "Drop" button of the first course to the right window. The right window, titled "Course List", shows a table of course details. A green arrow points to the "Drop" button in the first row of the table.

Select item	Course suspension	Course Category	Department	Course code	Course Title	Course Type	Credit	Instructor
Information Drop		General	PSM	PS541R	Advance Clinical Neuropsychology	Elective	3	Hsin-Te Chang
Information Drop		General	PSM	PSS31R	Seminar on Emotion and Behavior Development	Elective	3	Chen, Yunn-Ru

(2) Please click on [Ok] to confirm and drop the following course.

A confirmation dialog box titled "Confirm to withdraw" with the course name "PS541R Advance Clinical Neuropsychology". It features "Ok" and "Cancel" buttons. A green arrow points to the "Ok" button.

## V. The First Stage Registration (12/12)

### (3) Instructions for Withdrawing about "Auto-add" Courses

1. Enter the "Course List", and select the button of "Auto-add" and "Withdraw automatic adding courses" in the displayed fields.
2. To view the remark of "Auto-add" Courses

Auto-add	Withdraw automatic adding courses	Description of Withdraw
V	Non-Withdraw	Students cannot drop the course by themselves. ※Remind : The course cannot be withdrawn by students, please contact the course providing unit.
V	Can Withdraw	Students can drop the course by themselves.

Course List

Course suspension   
 Auto-add   
 Withdraw automatic adding courses   
 Course Overlap or not   
 Program Category   
 Department   
 Course code   
 Course Title   
 Course Type   
 Course duration   
 Credit   
 Instructor   
 Classroom   
 Remark   
 Distance learning course

Select item	Auto-add	Withdraw automatic adding courses	Course Category	Department	Course code	Course Title	Course Ty
Information Drop	V	Non-withdraw	General	IE	IE322H	Production Planning and Control	Core
Information Drop	V	Non-withdraw	General	IE	IE323H	Production Control Labs	Core
Information Drop	V	Non-withdraw	General	IE	IE325H	Operations Research(1)	Core
Information Drop	V	Non-withdraw	General	IE	IE347H	Quality Control	Core
Information Drop	V	Non-withdraw	General	IE	IE390H	Quality Control Laboratory	Core